



UNITED STATES DISTRICT COURT – DISTRICT OF COLORADO

Alfred A. Arraj U. S. Courthouse

901 19<sup>th</sup> Street

Denver, CO 80294

[www.cod.uscourts.gov](http://www.cod.uscourts.gov)

**Human Resources Specialist**

Vacancy Announcement #: 2022-01-SAS

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<b>POSITION:</b>	<b>Human Resources Specialist</b>
<b>POSITION TYPE:</b>	<b>Full-Time Permanent</b> <b>(Mon – Fri, 8:00 am to 5:00 pm)</b>
<b>SALARY RANGE:</b>	<b>CL 27 (\$58,392 - \$94,900)</b> <b>CL 28 (\$69,967 - \$113,777)</b> <i>Starting salary depends on qualifications and experience</i>
<b>OPEN DATE:</b>	<b>Friday, April 15, 2022</b>
<b>CLOSING DATE:</b>	<b>Open until filled; preference given to those that apply by close of business Friday, May 6, 2022</b>
<b>AREA OF CONSIDERATION:</b>	<b>Open to all qualified individuals</b>
<b>LOCATION:</b>	<b>Denver, Colorado</b>

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The United States District Court for the District of Colorado is accepting applications for a Human Resources Specialist.

**The Mission of the Human Resources Department:** The mission of the Human Resources Department is to provide expertise and services to the Court which: identify, attract, and retain people whose skills, attitudes, and work product match the needs of the Court. This department supports all court employees and judicial officers to maximize engagement, productivity, and remain focused on achieving the mission of the Court.

**How a Human Resources Specialist Supports the Mission:** Located in Denver, this position collaborates effectively with a team of three other HR staff members as a full-time employee. The HR Specialist is responsible for providing human resources services to the District and Bankruptcy Clerk's Office staff, Article III, Bankruptcy, and Magistrate Judges and the corresponding Chambers staff, as well as the Probation and Pretrial Services Office. The HR Specialist will successfully navigate deadlines, changing priorities, and varying cultures. This position and department provide HR services to both law enforcement and non-law enforcement covered positions. Travel may be required in support of remote offices. This position reports to the Human Resources Administrator.

**REPRESENTATIVE DUTIES**

The representative duties of this position include but are not limited to:

**Human Resources Programs**

- Formulate, implement, and administer human resources policies, procedures, and standards consistently across multiple court units. Review, research, develop, recommend, and effectuate consistent human resources policies for all units of the Court.
- Create and responsibly enforce fair employment policies and practices. Assist to administer, manage, and document grievance and adverse action procedures across multiple units. May be required to assist in employment dispute resolution matters.
- Serve as point of contact for projects crossing through different units of the Court for initiatives around organizational structure, process improvements, personnel, and other areas related to human resources issues.

- Conduct job analyses. Develop and update position descriptions. Assist in consistently administering the classification standards under the Court Personnel System and Judiciary Salary Plan across all units.
- Ensure proper procedures are followed regarding appointment, promotion, retirement, and terminations in all units for law enforcement and non-law enforcement employees.
- Develop and administer recruitment and selection of applicants for employment across all units. Screen, test, and interview candidates. Guide judicial officers and management staff of all units in recruiting and selecting staff.
- Develop, organize, and implement orientation programs for new employees, judges' staff, and managers/supervisors.
- Coordinate Court policy across all units in the performance appraisal systems.
- Serve as leave administrator for select units, including all chambers staff.
- Serve as back-up to Human Resources Administrator or HR Assistant as required.
- Assist with preparation of Fair Employment Practices reports.
- Develop and present internal training programs for Court employees on issues pertaining to human resources processes, programs, policies, and procedures and/or employee development. Development activities include researching, planning, designing, and evaluating the training programs and may include drafting manuals, handbooks, job aides, and other training materials.

#### **Human Resources Guidance**

- Provide guidance, advice and training to supervisors and managers related to employee discipline and other employee relations matters across multiple court units with varying needs, priorities, and cultures.
- Provide recommendations and justifications for organizational structures when data or trend presents the opportunity.
- Assist with implementation of national policies as directed.

#### **Analysis**

- Collect, review, evaluate data, and conduct research when necessary to formulate appropriate course of action with HR Administrator and senior management.
- Administer and analyze performance management data for trends that will benefit from adjustment and recommend corrective action.
- Conduct internal audit and assist with cyclical audit when assigned.

#### **Administrative**

- Maintain the Court's Human Resources Manual.
- Assist in the preparation of HR Quarterly Review.
- Ensure accuracy of remote data entry functions, forms, and documents.
- Provide support for Facility Access Card and badge/credential program for Law Enforcement Officers.
- Perform other duties as assigned.

#### **Qualification Requirements**

At the time of application, the successful candidate must possess excellent written and oral communication skills, organizational, analytical, and interpersonal skills. This position also requires agility, strong motivation, initiative, attention to detail, a friendly and customer focused attitude, and the ability to handle a wide range of program areas.

**Required:** Two years of specialized experience or a bachelor's degree in Human Resources or in a related field (i.e., Organization Development, etc.) from an accredited college or university and superior academic achievement. Specialized experience is defined as progressively responsible experience in a professional setting that includes at least two of the functional areas of human resources management and administration (recruitment and staffing, benefits, training and development, classification, performance management, employee relations, payroll & benefits administration, and/or organizational development) that provided knowledge of the rules, regulations, terminology, etc. of the area of human resources administration. Superior academic achievement is defined as an overall "B" grade point average equaling 2.90 or better of a possible 4.0, completion of one academic year (18 semester or 27 quarter hours) of graduate study in human resources or related field.

**Preferred:**

- HR professional certification or advanced degree
- Prior human resources experience at a senior level in a public sector
- Experience directing and advising in personnel matters
- Additional specialized experience beyond the required two years
- Proven success with collaboration within the various levels of HR responsibility
- Proficient with multiple technology-based applications including PeopleSoft, Microsoft Office Suite, Adobe, and E-Mail applications

**Background Check:** This is a high-sensitive position that requires a Moderate Risk Background Investigation (MBI) upon hire with a reinvestigation every five years. The MBI will include inquiries into financial, legal, arrest and criminal records. Retention depends upon a favorable suitability determination.

**Employee Benefits****Local Benefits:**

- Telework
- Flexible/alternate work schedules (subject to policy)
- On-site fitness center
- On-site federal occupational nurse
- Public transit subsidy (subject to budget)

**National Benefits:**

- Generous paid time off program
- 11 paid holidays
- Full complement of group health, dental, vision and life insurance
- Public service loan forgiveness program pursuant to the term of the [\(PSLF\)](#) program
- Defined benefit pension and contribution plan (TSP) with 5% employer match
- Long-term care insurance health option and dependent flexible spending accounts
- Employee assistance program
- See the complete list of benefits on your employment [website](#)

**Miscellaneous**

All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) and seeking U.S. citizenship or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so (detail available upon request).

All appointments subject to FBI Fingerprint Background Check with periodic reinvestigation.

All appointments also subject to mandatory electronic funds transfer.

All employees are required to adhere to the Code of Conduct for Judicial Employees (available for review upon request) and local courthouse policies.

An internal reassignment (current employees of the U.S. District Court for the District of Colorado) requires a mandatory 6-month probationary period. New hires (including transfers from within the Judiciary) require a mandatory 12-month probationary period.

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.

Applicants who advance will be asked to take basic skills tests. Assessment scores will be considered when selecting the final candidate. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

This recruitment is for a position considered “highly sensitive”. Applicants must complete the “Optional Background Information” section identified as optional.

Promotion potential subject to approval and without competition.

**How to Apply**

Submit the following single-sided documents: a cover letter (include announcement number), resume, your most recent performance review, and a completed [AO78](#) application.

Email your submission with “Vacancy Announcement: 2022-01-SAS” in the subject line to [COD\\_HRSelectionPanel@cod.uscourts.gov](mailto:COD_HRSelectionPanel@cod.uscourts.gov) in one PDF document.

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